

# **NEWPORT PUBLIC LIBRARY**

## **Board of Trustees**

### **Meeting Minutes**

**June 21, 2012**

**1. Call to order: President Mary Ambrogi called the meeting to order at 4:30 p.m. in the Rotary Board Room of the Newport Public Library.**

**Attendance: Mary Ambrogi, Jennifer Booth, Lynn Ceglie, Paul Gaines, Girard Galvin, David Gordon, Eileen Hadfield, Robin Skuncik Jones, Susan McCoy, Joan Simmons and library director Regina Slezak.**

**Mattie Gustafson, Collection Development Librarian, was also in attendance.**

**Excused: Gail Alofsin, Carol Cummins, Doriennne Farzan, William Harvey, David Reed**

**Absent: Lesley Thurston, Justin McLaughlin**

**2. Amendment to the agenda:**

**There was one change to the agenda. Under the heading New Business, Web Updates was moved to the beginning of the agenda.**

**3. Minutes of the May 17, 2012 meeting:**

**Susan McCoy asked for changes or additions to the minutes. Hearing none, she asked for a motion to accept the minutes as presented. Girard Galvin moved to accept the minutes of the May 17, 2012 meeting. David Gordon seconded the motion. Mary Ambrogi, Jennifer Booth, Lynn Ceglie, Paul Gaines, Girard Galvin, David Gordon, Eileen Hadfield, Robin Skuncik Jones, Susan McCoy, and Joan Simmons voted for the motion. There were no votes against. The vote was unanimous.**

**The motion carried.**

#### **4. Finance Committee report:**

**Financial statements for May 2012 were reviewed at the Finance Committee meeting. Financial statements for May 2012 were reviewed. Robin Skuncik Jones reported that income is above budget while expenses are below budget with utilities bills especially low due to mild weather.**

**Investment income is down 4% this month but even year to date.**

**The annual filing of IRS form 5500 has been completed.**

#### **5. Building and Grounds Committee report:**

**Regina Slezak reported that work on the HVAC coils has been completed and the system is cycling correctly and working well. The HVAC system will perform more efficiently.**

#### **6. Nominating Committee report:**

**Paul Gaines reported that two members of the Board will be leaving in September. One replacement has been confirmed. Members of the Nominating Committee are asked to meet after the Board meeting. Voting on new members as well as the new slate of officers will take place at the July meeting.**

**7. Financial Development Committee report:**

**Susan McCoy reported that the annual appeal received \$16,428.21 and the event has \$21,810 in sponsors and contributions. Board members were thanked for their donations to the Board Members selection wine basket to be auctioned at the event.**

**Lynn Ceglie passed out a sign- up sheet to sell 50/50 raffle tickets in the library. Board members are asked to sign up for a 2 hour shift.**

**8. Friends of the Library:**

**Joan Simmons reported that the Friends Summer Book Sale will be held in the Spring Street lobby from July 14th through July 18th. They hope to top last year's sales of over \$4,000.**

**The Friends presented the library with a check for \$10,000.**

**A large donation of sailing and boating books has been received. A special display has been set up in the bookstore to help sell them.**

**9. Director's Report:**

**In addition to her written report, Regina Slezak reported that she has spoken to David Reed and Bill Haas about a deterrent to prevent trespassers from going on the library roof. Bayberry bushes and**

**signage have been suggested.**

**The library had a fire drill on a week day morning. The building was evacuated in record time.**

#### **10. New business:**

##### **a. Web Update:**

**Mattie Gustafson, Collection Management librarian and Web Committee member, presented an update of the library's website.**

##### **b. Staff Day**

**As reported at the May meeting, Regina Slezak requested that the library be closed on June 27 for staff development day. She asked for a motion. Susan McCoy made a motion to allow the library to close on June 27 for staff development day. Lynn Ceglie seconded the motion. Mary Ambrogi, Jennifer Booth, Lynn Ceglie, Paul Gaines, Girard Galvin, David Gordon, Eileen Hadfield, Robin Skuncik Jones, Susan McCoy, and Joan Simmons voted for the motion. There were no votes against. The vote was unanimous.**

**The motion carried.**

#### **11. Adjournment:**

**The meeting was adjourned at 5:20. The next meeting is scheduled on July 19, 2012.**